5.2.3.e – Identify the Carrier SCAC code

When you selected the Seller, you identified the TP and the associated Payee Code. You did not identify the SCAC code. Identifying the SCAC is very similar to the process you used to identify the seller and buyer (see above). The process is as follows:

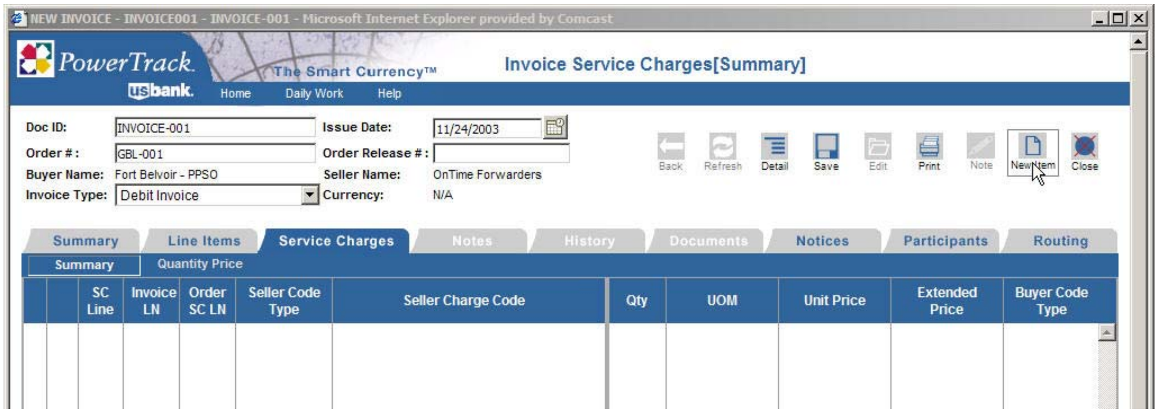
- Select ‘Carrier’ from the participants pull down and press ‘Find Organization’

- When the ‘Find Organization’ screen appears, press ‘Start Find’

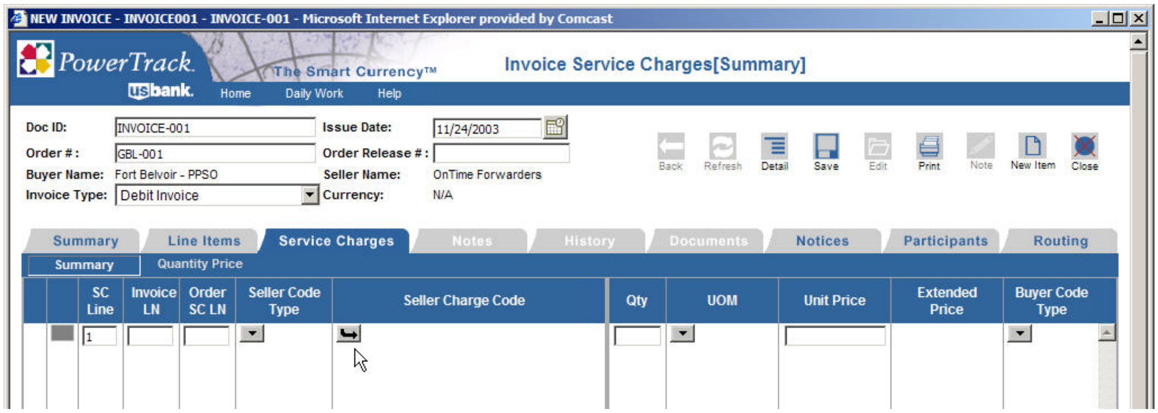
- When the list of organizations is returned select the appropriate four character SCAC code and press ‘OK’. Remember to select an organization type of ‘Standard Carrier Alpha Code’.

### 5.2.4 – Service Charges

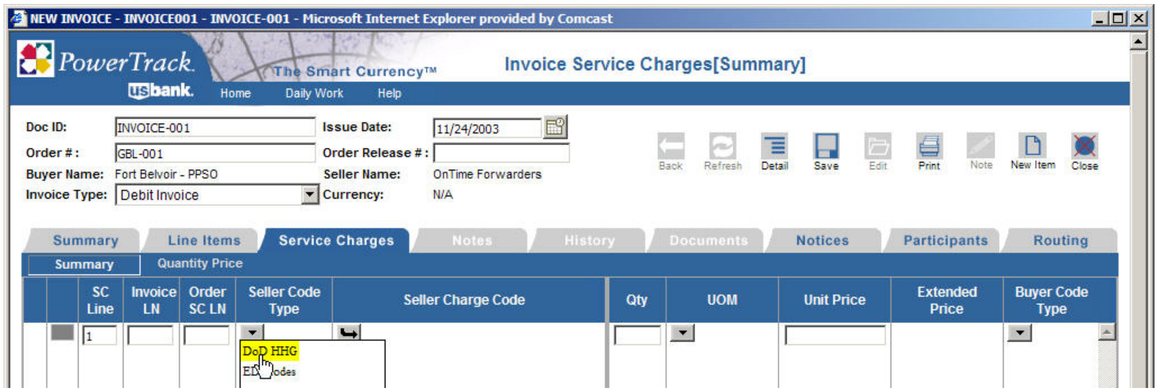
The 'Service Charges' tab is where the invoice lines are entered (see below).



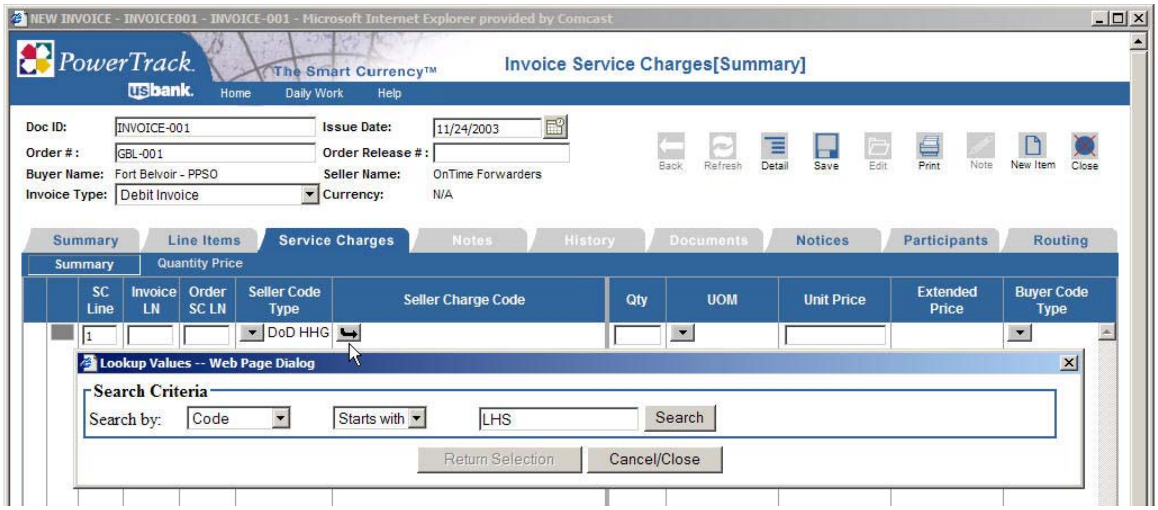

Press the 'New Item' icon from the icon row near the top to the right to open a line for entering a charge (see below).



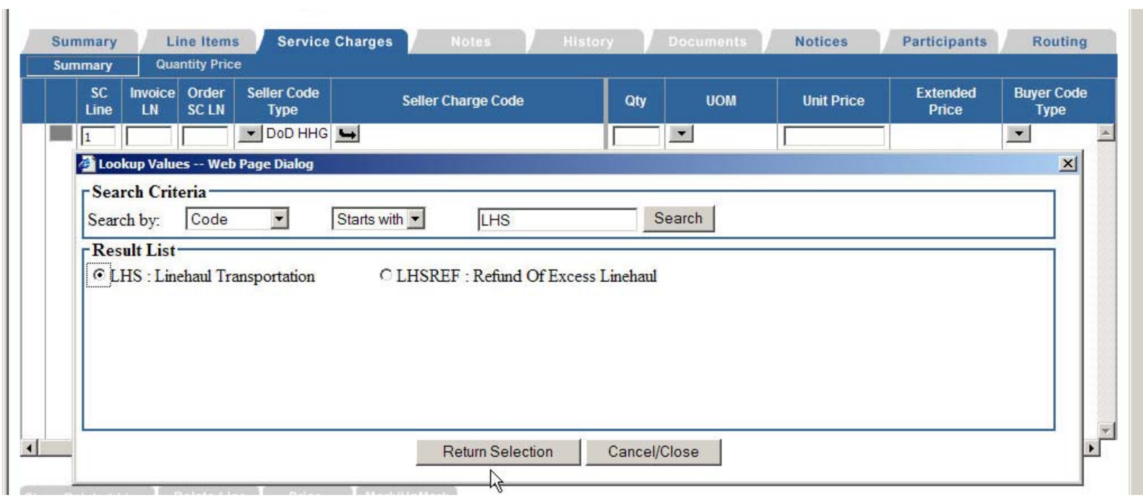

You are now ready to enter the charge. There will be one charge for each line. The first action is to select 'DoD HHG' from the 'Seller Code Type' pull down (see below).



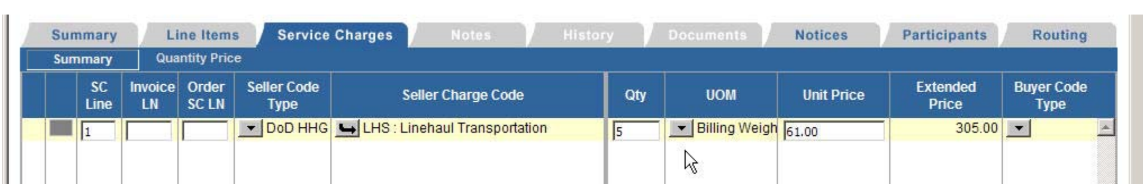

The next action is to select a 'Seller Charge Code' (see below). Point to the pull down to open the search window. Then enter a complete or partial code, and press search.



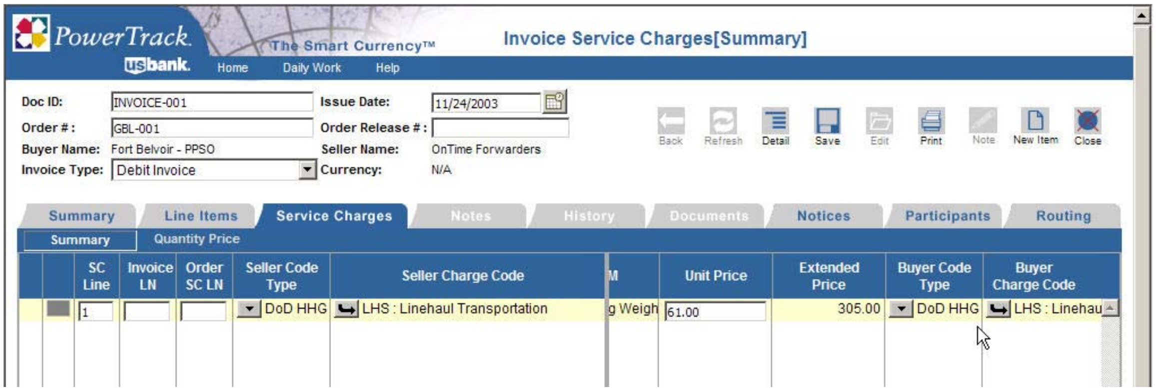

This will bring up a list of choices (see below). Make your selection and press ‘Return Selection’.




You can now continue entering billing information (see below). In this example, the charge is Linehaul Transportation, the quantity is 5 CWT, the unit of measure is ‘Billing Weight’, and the unit price is 61.00 per CWT.

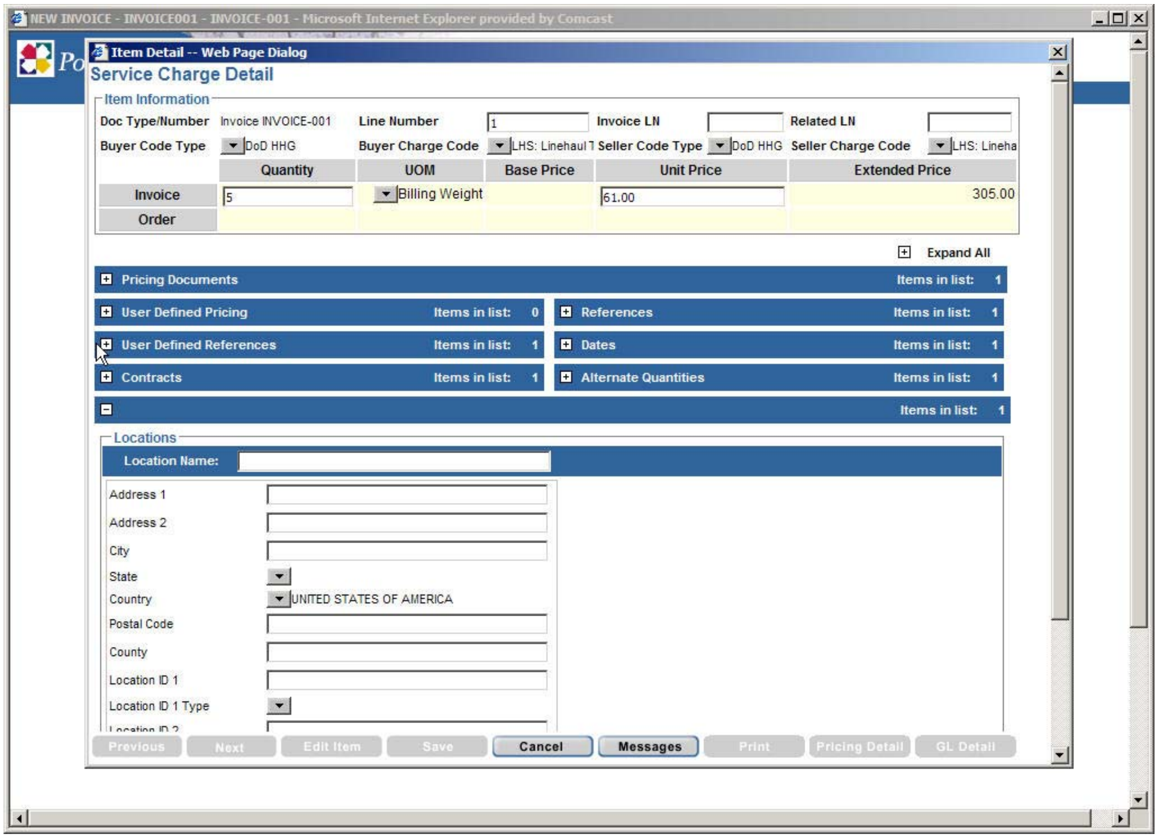



There is still more to enter. The additional fields can be found by moving the scroll bar to the right (see below). To complete the line entry, go through the same process for the ‘Buyer Code Type’ and ‘Buyer Charge Code’ as you did with the ‘Seller Code Type’ and ‘Seller Charge Code’.



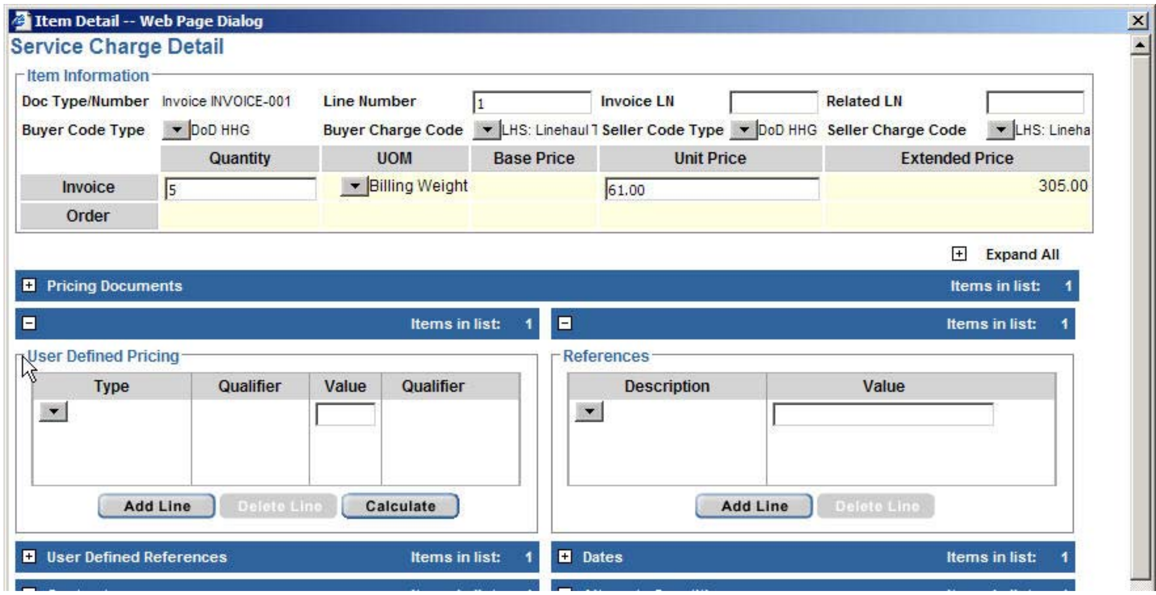
## 5.2.5 – Service Charge Detail

You are now ready to enter line detail. To do this, double click on the line, or single click to select the line and then press the 'Detail' icon (on the icon row towards the top to the right). This will bring up the Service Charge Detail screen (see below).

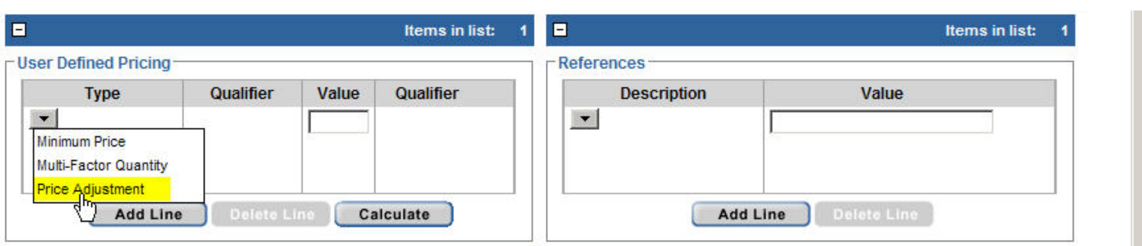


5.2.5a – Pricing Details

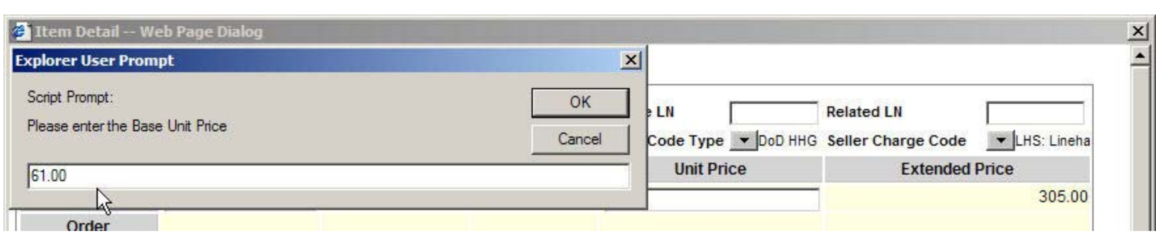
The first action for the charge is to provide any price adjustment information. Since all services are adjusted by a rate file (or charge %) this needs to be entered whether it's 100% or not. To do this open the User Defined Pricing section and press 'Add Line' (see below).



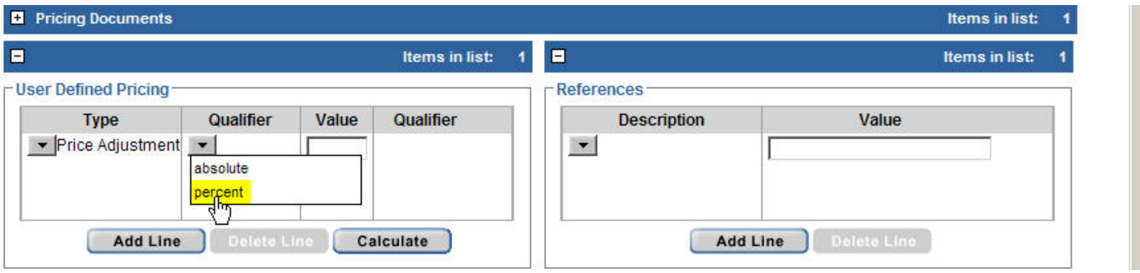

The next action will be to select the 'Type' (see below). In this case because we are adjusting the price we have chose 'Price Adjustment'.



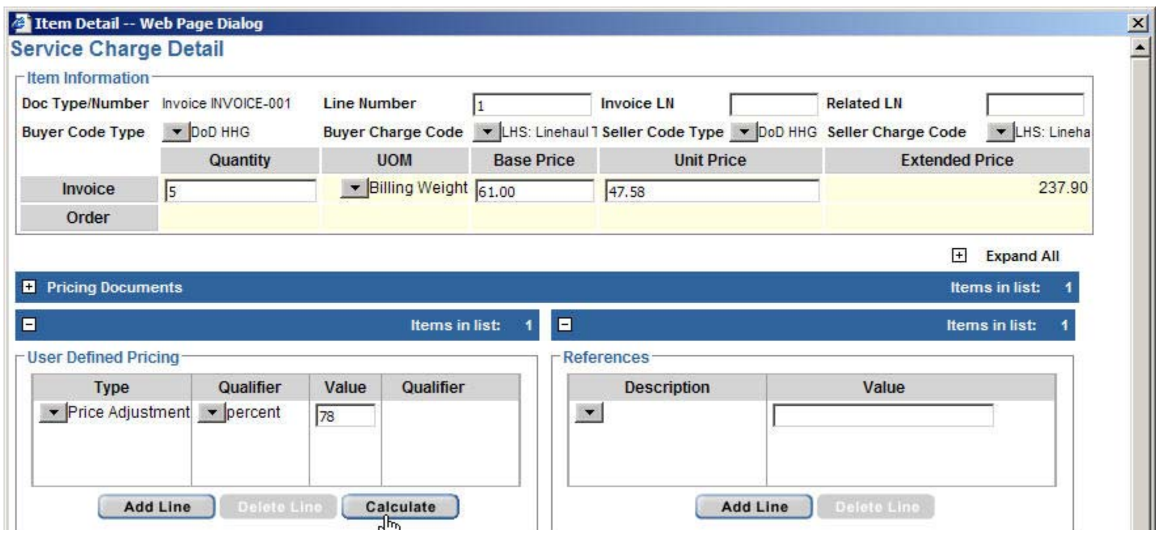

When you choose 'Price Adjustment' you will receive a prompt to enter a 'Base Unit Price'. This is because the 'Price Adjustment' will change the 'Unit Price'. Enter the original 'Unit Price' as the 'Base Unit Price' and press 'OK' (see below).



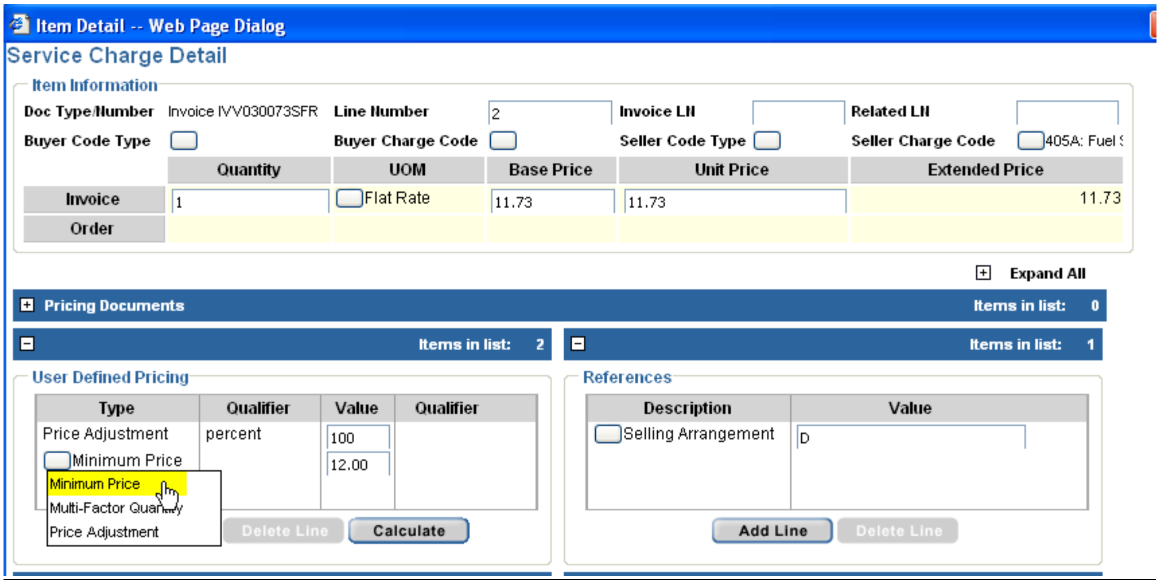
The next action will be to select the 'Qualifier' (see below). In this case we have chosen 'Percent'.



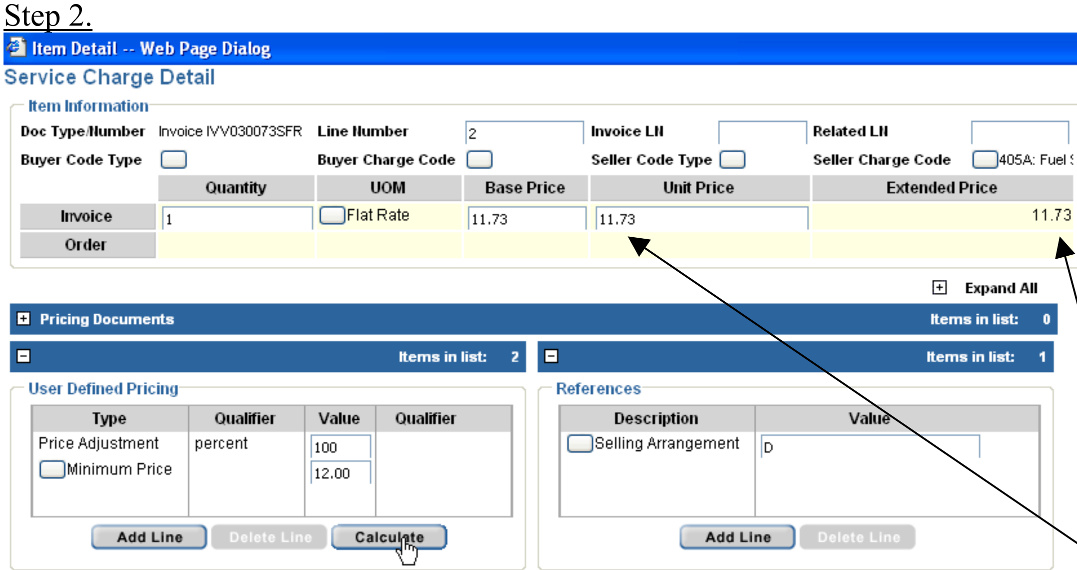

The final steps will be to enter the percent as a whole number and press calculate (see below). Note that the base price has manipulated the 'Unit Price' and that the 'Extended Price' reflects the new factor and calculation.




<u>If a minimum charge applies to this service it is entered here as well. Simply click the 'Add Line' button and this time select 'Minimum Charge' for the Type. Enter the minimum charge in the value field and press the calculate button to ensure the minimum charge is considered when calculating the final extended price for the service charge. (see below)</u>
<u>Step 1.</u>

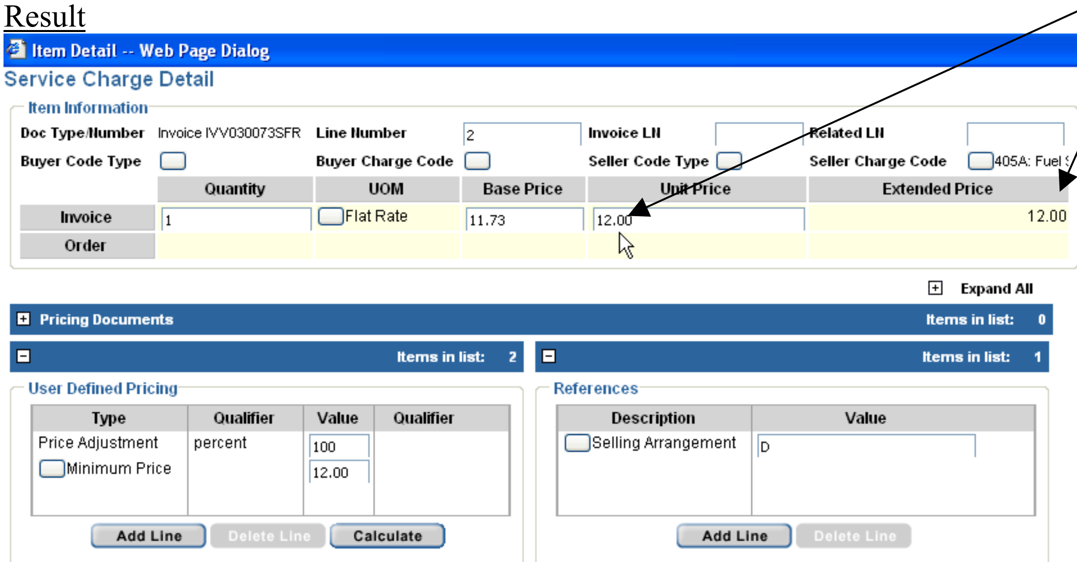



Step 2.



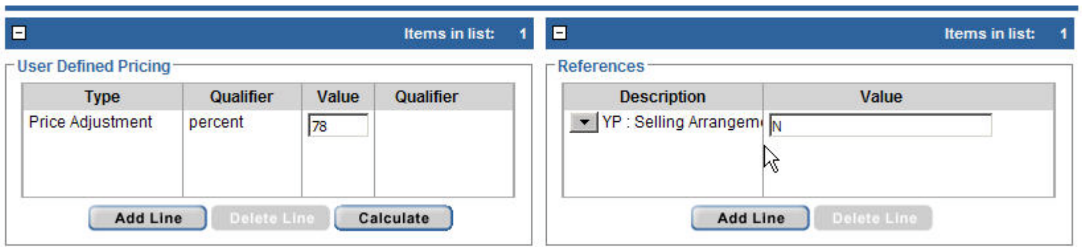

Notice the Change in Unit Price and Extended Price after the Calculate button was pressed.

Result



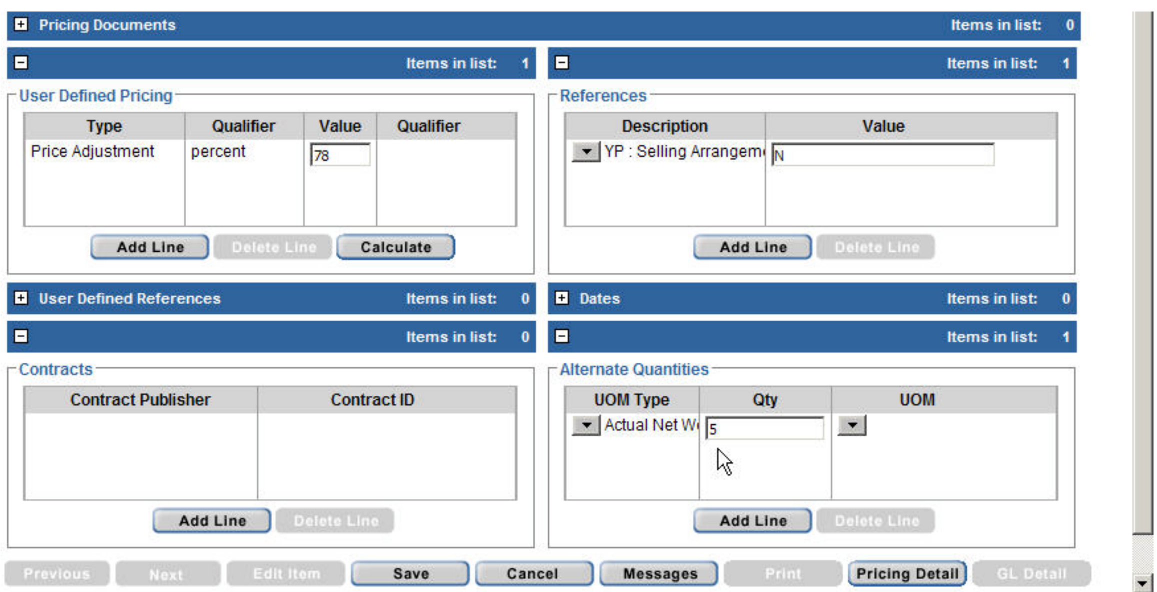
## 5.2.5b – PPSO Approval Information

The next action will be to identify the PPSO approving the charge. This is entered in the 'References' section immediately to the right of 'User Defined Pricing'. You can press 'Add Line', if there no area to enter the information. Pointing to the pull down will bring up a selection routine similar to the pricing area. The code to use is 'YP' for 'Selling Arrangement'. In the values area enter 'N' (not applicable), 'O' (origin), or 'D' (destination) (see below).



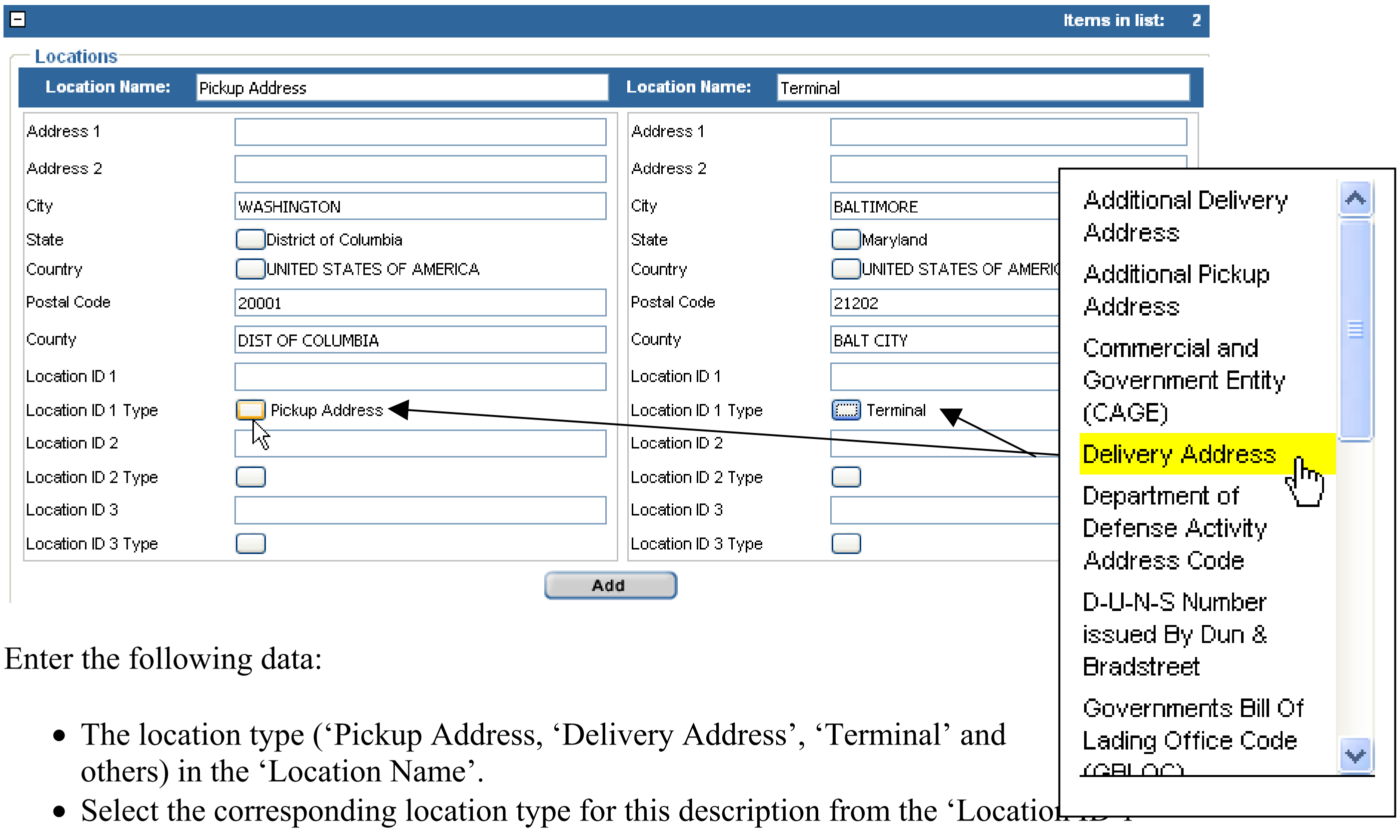

## 5.2.5c – Weight Quantity Information

Because the actual weight and the billing weight can differ, the actual weight needs to be entered in the 'Alternative Quantities' section. If the section is closed, press the '+' sign to open it. Then press 'Add Line' to open a line for entering the information. From the pull down select 'Actual Net Weight' ('Gross Weight' is another choice) and enter the quantity (see below). In the example below, the weight is 5 cwt. Even though the weight is CWT, select 'Pounds' from the 'UOM' pull down. This is necessary to support the EDI data sent to CWA.



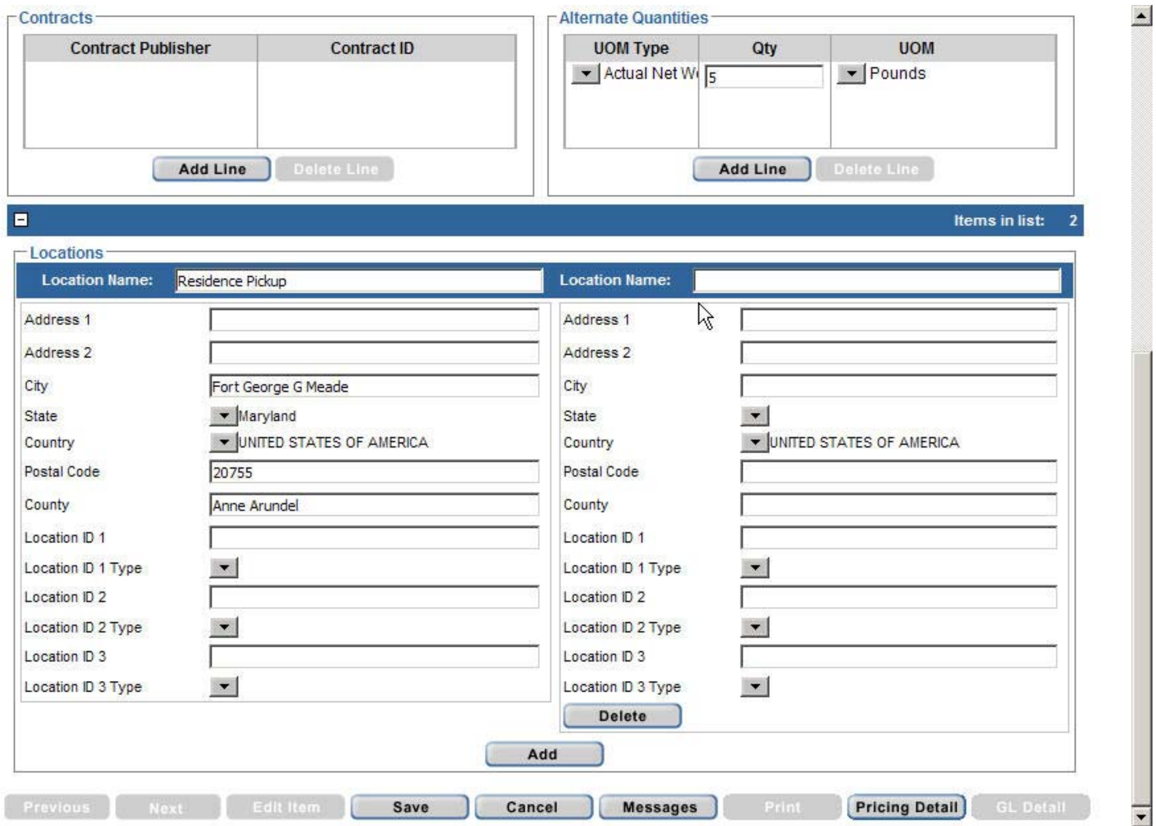
5.2.5d – Location Information

Enter the location qualification (if any) for the charge in the 'Locations' section at the bottom of the detail screen (see below). Again press the '+' sign if the section is closed. You can add as many locations as necessary to qualify the charge.



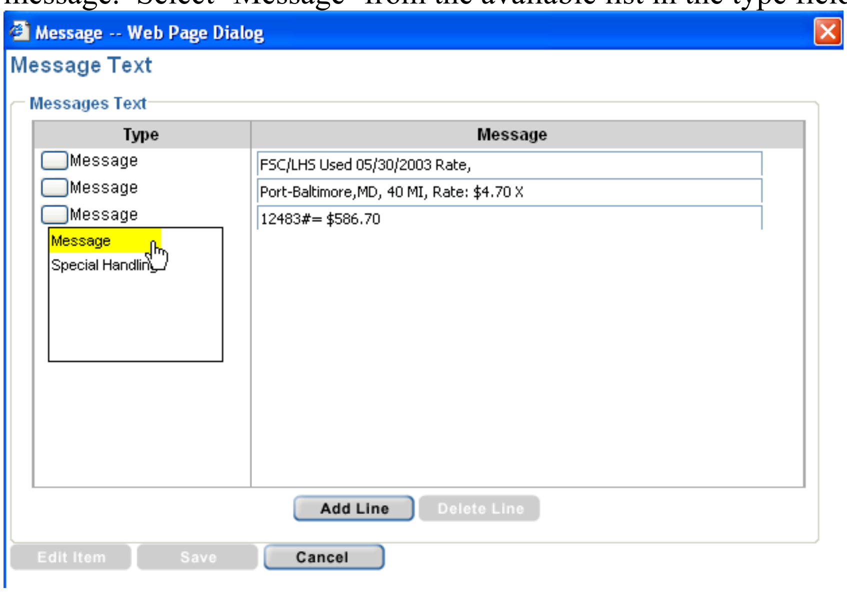

Enter the following data:

- The location type ('Pickup Address, 'Delivery Address', 'Terminal' and others) in the 'Location Name'.
- Select the corresponding location type for this description from the 'Location ID 1 Type' list.
- Then enter the city, state, country and postal code.
- If this is a Domestic location enter the county.
- If this is an International location, enter the rate area in 'Location ID 2' and select 'Rate Area' from the 'Type' pull down.
- If another location code is required, press 'Add' to open space for another location (see below).




5.2.5e – Line Messages

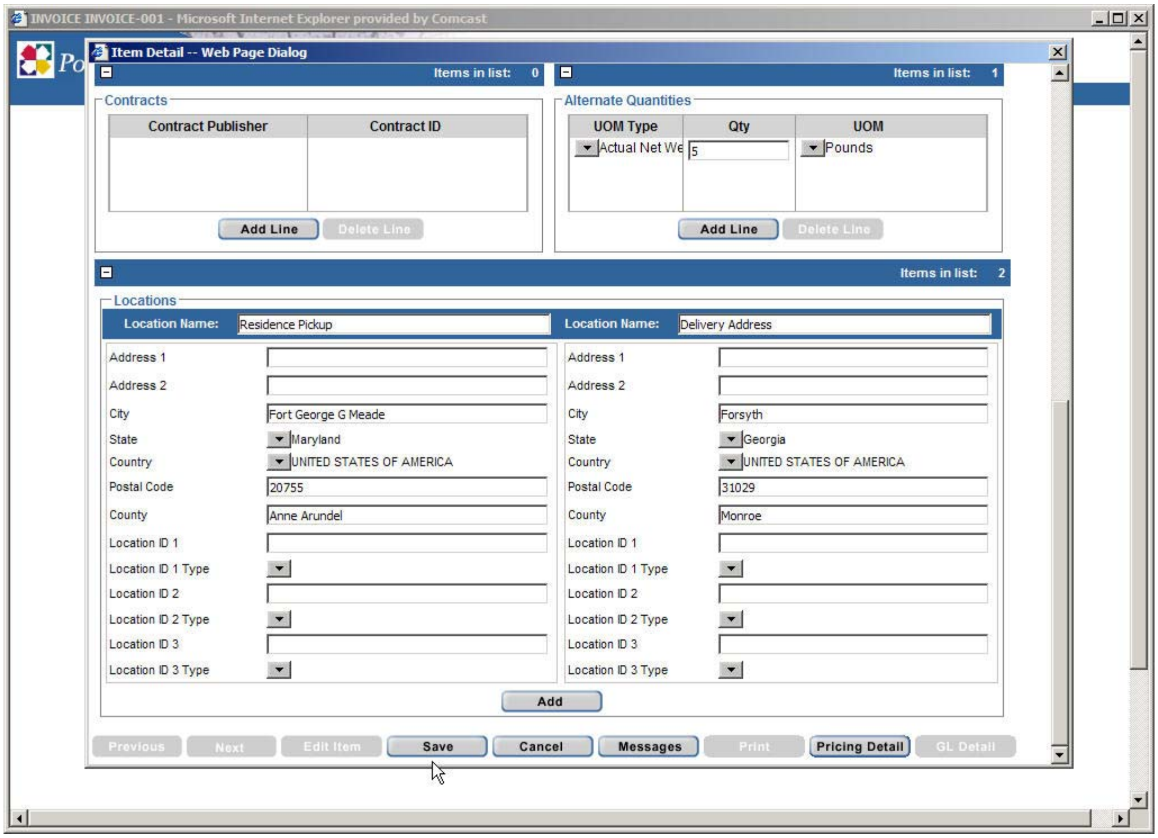
After completing the location information, the last area of entry in the line detail would be to add a line message (if necessary). To do this click the 'Message' button at the bottom of the screen. This will be ring up a message window. Click add line to create space to enter a message. Select 'Message' from the available list in the type field (see below).




Press 'Save' after completing the message.

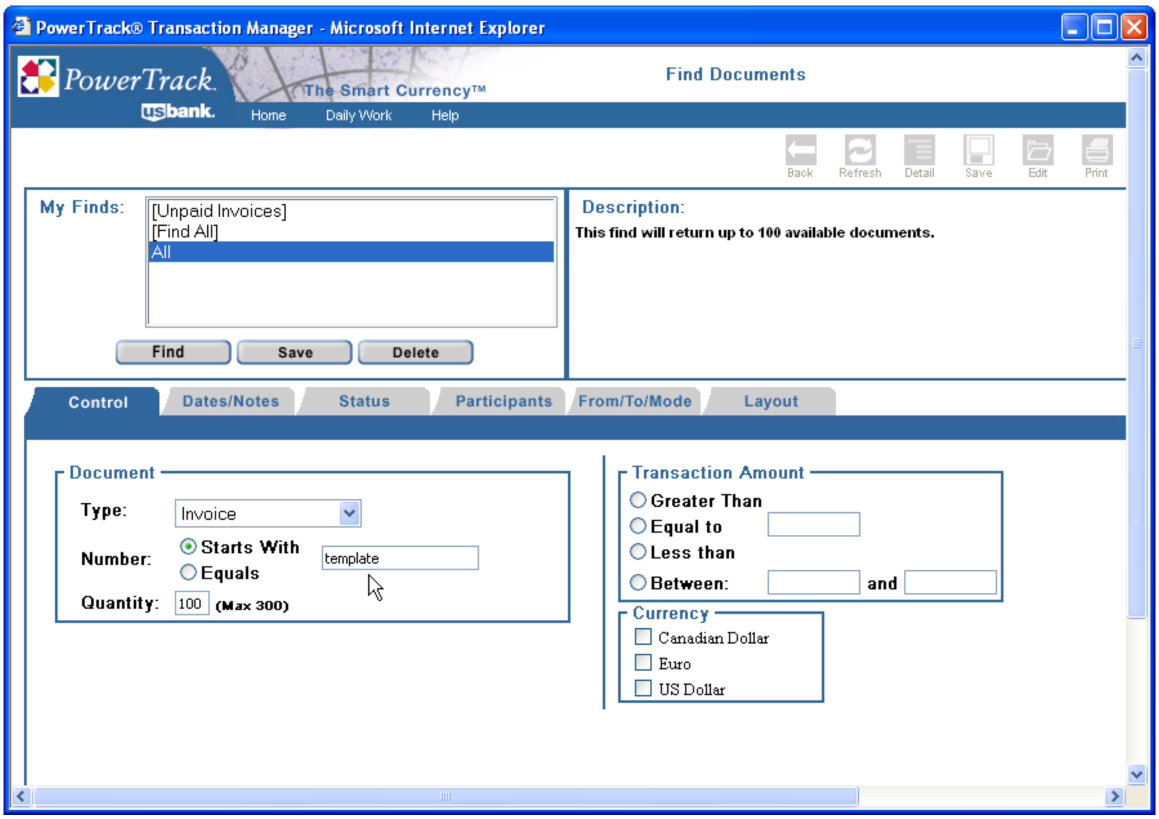
5.2.5e – Save the Detail

Press the 'Save' button at the bottom of the detail screen to save the detail entry (see below). This will return you to the 'Service Charges' tab, where you can add new charges.

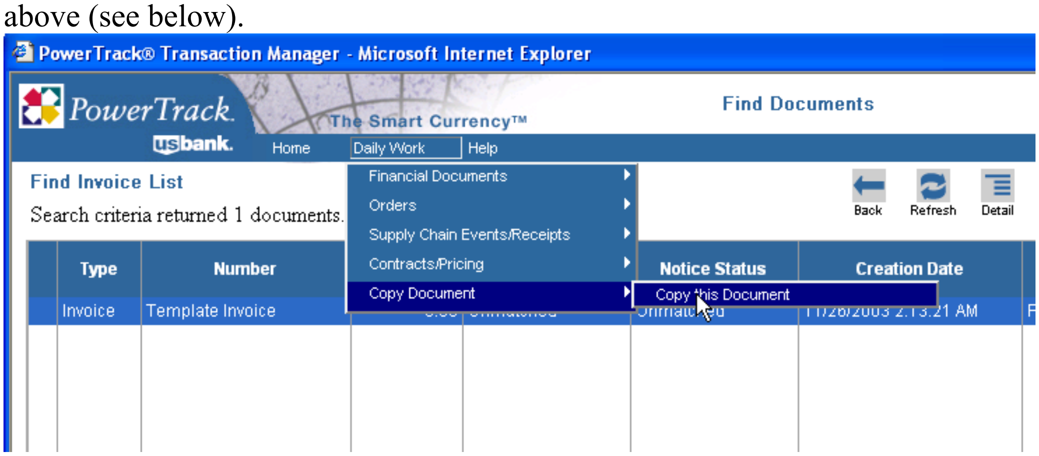


## 5.3 – Copying and Editing an Existing Invoice

Copying an existing invoice can be a very useful function for a PowerTrack seller, especially for the HHG TPs since the data elements required for rating by CWA are not intuitive. PowerTrack will be providing an invoice template which can be found in your list of existing invoices. Just do a find for a document type of 'Invoice' and document number starts with 'Template' (see below). Alternatively to using the PowerTrack provided 'Template Invoice' to copy from if you have an existing invoice which is very similar to the one you need (same origin/destination PPSOs, similar service charges, you can copy that invoice and edit it as necessary in the same manner.



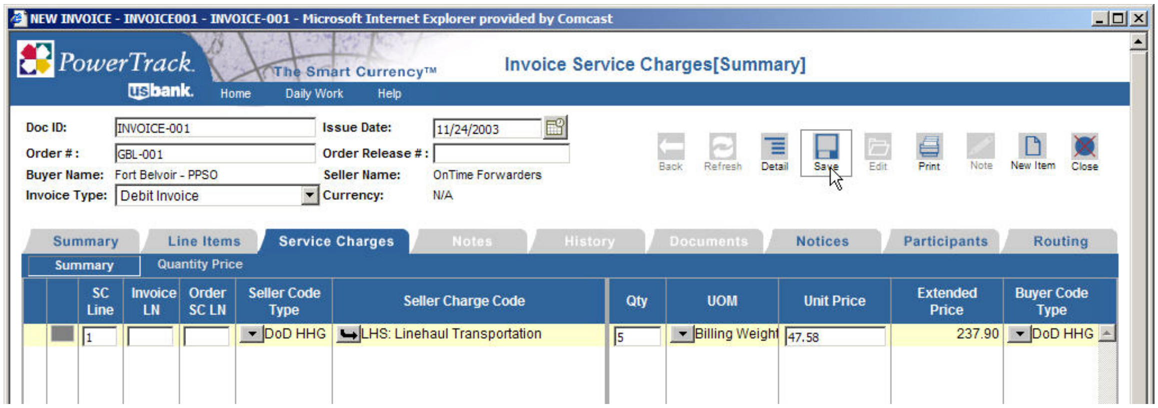

Highlight the document and select the 'Copy Document' option from the Daily Work menu above (see below).




Compete your edits to the newly created invoice by following the steps in section 5.2.

## 5.4 – Saving Invoice Information

When you enter invoice information, it is only being entered on your workstation and is not being posted to the PowerTrack server. To post you entry in PowerTrack server, you will need to press the 'Save' icon.



If the 'Save' is successful, you will receive the following message (see below).